

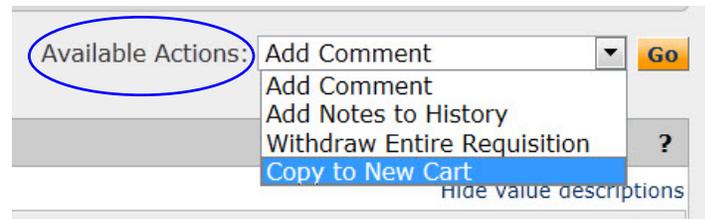
Copying a Requisition to a New Cart

Locate the requisition to copy. Verify that it is NOT an order that was placed through one of the MarketPlace Punch Out vendors. You can't copy requisitions that were originally ordered through a Punch Out vendor.

This process can be used with the other three ways (forms, hosted and non-catalog) to get items into the cart.



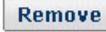
1. From the *Available Actions* area select the ***Copy to New Cart*** from the drop down arrow



2. Select 

3. The  **Shopping Cart** will open. Rename the shopping cart at this time in the field *Name this cart*.

4. Review the items in the cart to verify if any changes needs to be made:

- a. Remove by selecting the  button. Or
- b. Add by selecting the  link on the top right, or
- c. Update the *Product Description* field if the item is on a form by

selecting the  icon (ie from previous fiscal year).

5. Then follow the steps in the cheat sheet ***Finalizing the Cart***. Also review the *final review* screen because everything will be copied over (ie, attachments, accounting string, requisition information, etc.)